



Honolulu-Pacific Federal Executive Board Diversity Council Presents

EEOC MD-715 Training

Date/Time:	Thursday – September 9, 2004 8:30 a.m.-4:00 p.m.
Place:	U.S. Coast Guard Base, Club 14 (map attached) 400 Sand Island Parkway, Honolulu, Hawaii
Cost:	\$55 (Payable by check, credit card, DD1556 or other funding document. See attached registration form for payment information.)
Register:	Complete and submit attached registration form. Registration deadline is August 20, 2004 .
Target Audience:	<p>Federal EEO officers and individuals with official responsibility for their organization's Affirmative Action Plans, HR professionals, IT employees responsible for EEO statistical collection, legal professionals with primary responsibility for EEO related matters, SEPM's and disability program managers.</p> <p>Training will be conducted by an EEOC trainer and cover MD-715 compliance, including new program responsibilities and agency reporting requirements. Participants should have read the "Instructions for MD-715" and come to the training with specific questions regarding the directive.</p>
Contacts:	For additional information, contact Charlotte Aipa, 541-2933, aipa.charlotte@dol.gov (registration) or Edward Young, 532-6412, edward.young@noaa.gov (program).
Base Access:	You must have a DoD decal for access to Sand Island Coast Guard Base. Please indicate on registration form if you do not have a DoD decal.